

From previous Augusta County Emergency Operations Plan:  
**SPECIAL FACILITIES ANNEX**

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## FUNCTIONAL ANNEX Q: SPECIAL FACILITIES

### MISSION

To coordinate the development of emergency operation plans of special facilities with local government response agencies to ensure a prompt and effective response to hazards specific to the facility or to emergencies that may require a modified response due to the nature or character of the facility.

This coordination effort will only apply to those facilities that already have an existing facility EOP or feel that one is necessary due to the nature of the facility or because of the type and quantity of hazardous material handled at the facility.

### ORGANIZATION

Special facilities requiring pre-emergency planning and coordination are listed at Tab 1. On-site emergency operations will be directed by facility management in cooperation with designated staff and key service chiefs. The management of the facility will notify and coordinate the emergency response with the Augusta County Emergency Command Center if there is the possibility that the event could impact areas off site. These plans and procedures must be coordinated with the County's emergency response organizations-law enforcement, fire and rescue, and with the local Emergency Services Coordinator/Deputy Coordinator.

### CONCEPT OF OPERATIONS

The welfare of the people employed or residing within the facility is the responsibility of facility management. The facility director/manager will be responsible for developing and implementing an effective safety program in regard to the daily operations of the facility. The facility manager would be responsible for ensuring that a prompt and effective emergency response capability is in place for the potential hazards and emergencies that could occur at the site.

The facility director/manager will be responsible for obtaining the necessary assistance from the local emergency response agencies, as well as whatever action is necessary and appropriate to protect the health and welfare of the people residing or working in or around the facility, until such time as the emergency response service agencies arrive.

If the nature of the emergency is such that it could spread off site and impact upon the surrounding area, the facility representative in charge would be required to notify and coordinate his efforts with the local County Emergency Command Center in order to prevent or mitigate the off-site impact of the event.

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**EMERGENCY MANAGEMENT ACTIONS - SPECIAL FACILITIES****1. Normal Operations**

- a. Develop and implement a safety program to ensure the health and welfare of the facility population working and/or residing within the facility.
- b. Develop a facility emergency operations plan if:
  - (1) The facility utilizes, manufactures or stores large quantities of hazardous materials.
  - (2) A large number of people reside at the facility.
  - (3) The people who reside at the facility would need special assistance to evacuate.
  - (4) Or if due to the nature of the facility it is felt that a facility EOP would be necessary.
- c. Regularly test the appropriate emergency response procedures in regard to the hazards identified at the facility and modify the plan as necessary.

**2. Increased Readiness**

A natural or man-made disaster is threatening the facility.

- a. Review emergency operations plans and procedures.
- b. Alert on-duty personnel and/or residents. Notify the County Emergency Services Coordinator if it appears that outside assistance may be required to contain the event on site or if on-site emergency resources are not sufficient to effectively address the event.
- c. Ensure that the appropriate mitigation and preparedness measures are being taken.
- d. Prepare to provide the necessary emergency information to the public, if required.

**3. Emergency Operations**

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- a. Mobilization Phase

- (1) Facility management will direct and control emergency operations and ensure that all checklist items identified in the facility plan are completed.
- (2) Disseminate emergency information and protective action guidance to facility population as well as to area population, if necessary. Recommend evacuation of facility and area surrounding the facility, if appropriate.
- (3) Notify and maintain liaison with the local County Emergency Command Center and surrounding jurisdictions.

b. Response Phase

Disaster strikes. An emergency response is required to protect lives and property.

- (1) Direct and control emergency operations in cooperation with local service chiefs, the Emergency Command Center, and appropriate state and federal agencies.
- (2) Ensure that the procedures for the emergency being addressed have been initiated and are being properly executed as detailed in the facility emergency operations plan.
- (3) Provide emergency information and protective action guidance to facility population and surrounding jurisdictions, if necessary.
- (4) Provide periodic status reports to the public and appropriate local, state and federal agencies.
- (5) Ensure that an accurate record of expenses is maintained.

4. Recovery

This phase requires that priority attention be given to restoration of essential facilities and an assessment of damage effects.

- a. Coordinate with in-house emergency staff, service chiefs, the County Emergency Command Center and other state and federal agencies, as required, to complete the necessary post-event investigations and restore facility operations as soon as possible.
- b. Continue to maintain a record of disaster-related expenditures.